

Features

Feature	Keystrokes	Feature	Keystrokes	Feature	Keystrokes
Advance to Line.....	Shift-F1	Hard Return.....	Return or ↵	Print Format.....	Ctrl-F8
Advance Up/Down.....	Shift-F1	Hard Space.....	Home, Space Bar	Print Job Destination	Shift-F7, 3, 1
Alignment Character.....	Shift-F8	Headers or Footers.....	Alt-F8	Printer Control.....	Shift-F7
Append Block (Block on).....	Ctrl-F4	Help.....	Help	Printer Letter	Shift-F7, 3,1
Auto Hyphenation	Shift-F8, 5	Hold Print Job	Shift-F7, 3, M	Proportional Spacing.....	Ctrl-F8, 1
Auto Rewrite.....	Ctrl-F3	Home.....	Home or 7 (num)	Rectangle, Cut/Copy (Block on).....	Ctrl-F4
^B.....	Ctrl-B	Hyphen.....	–	Redline.....	Alt-F5
Backspace.....	Backspace or ←	Hyphenation On/Off	Shift-F8, 5	Remove.....	Alt-F5
Binding Width	Shift-F7, 3, 1	H-Zone	Shift-F8, 5	Rename.....	F5, Return
Block.....	Alt-F4	♦Indent.....	F4	Replace.....	Alt-F2
Block, Cut/Copy (Block on).....	Ctrl-F4	♦Indent♦.....	Shift-F4	Retrieve.....	Shift-F10
Block Protect (Block on).....	Alt-F8	Index.....	Alt-F5	Retrieve (List Files).....	F5, Return
Bold	F6	Insert Printer Command.....	Ctrl-F8	Retrieve Column (Move).....	Ctrl-F4
Border Draw.....	Ctrl-F3	Italics.....	F3	Retrieve Rectangle (Move).....	Ctrl-F4
Cancel.....	F1	Justification On/Off.....	Ctrl-F8	Retrieve Text (Move).....	Ctrl-F4
Cancel Hyphenation.....	F1	Line Format.....	Shift-F8	Return.....	Return or ↵
Cancel Job(s)	Shift-F7, 3	Lines per Inch.....	Ctrl-F8	Reveal Codes.....	Alt-F3
Case Conversion (Block on).....	Shift-F3	List (Block on).....	Alt-F5	Rewrite.....	Ctrl-F3
Center.....	Shift-F6	List Files.....	F5, Return	Rush Print Job	Shift-F7, 3, M
Center Page Top to Bottom.....	Alt-F8	Locked Documents.....	Ctrl-F5	Save.....	F10
Change Directory.....	F5, Return	Look.....	F5, Return	Screen	Ctrl-F3
Change Print Options	Shift-F7, 3	Lowercase Conversion (Block on).....	Shift-F3	Screen Colors.....	Ctrl-F3
Colors.....	Ctrl-F3	Macro.....	Alt-F10	♦Search.....	F2
Column, Cut/Copy (Block on).....	Ctrl-F4	Macro Define.....	Ctrl-F10	♦Search.....	Shift-F2
Column Display.....	Alt-F7	Macro Pause.....	Shift-Esc	Select Printers	Shift-F7, 3
Columns, Text.....	Alt-F7	♦Margin Release.....	Shift-Tab	Send Printer a Go	Shift-F7, 3
Conditional End of Page.....	Alt-F8	Margins.....	Shift-F8	Sheet Feeder Bin Number.....	Ctrl-F8
Copy (List Files).....	F5, Return	Mark Text.....	Alt-F5	Spacing.....	Shift-F8
Create Directory.....	F5, Return	Math.....	Alt-F7	Specify Priority	Shift-F7, 3, M
Ctrl/Alt Key Mapping.....	Ctrl-F3	Merge.....	Ctrl-F9	Spell.....	Ctrl-F2
Date.....	Shift-F5	Merge Codes.....	Alt-F9	Stop Current Job	Shift-F7, 3
Default Print Job	Shift-F7, 3, M	Merge E.....	Shift-F9	Strikeout (Block on).....	Alt-F5
Delete.....	Del	Merge R.....	F9	Super/Subscript.....	Shift-F1
Delete (List Files).....	F5, Return	Modify Priority	Shift-F7, 3	Suppress Page Format.....	Alt-F8
Delete Directory (List Files).....	F5, Return	Move.....	Ctrl-F4	Switch.....	Shift-F3
Delete to End of Line (EOL).....	Ctrl-End	Name Search.....	F5, Return	Tab.....	Tab
Delete to End of Page (EOP).....	Ctrl-PgDn	New CLI.....	Ctrl-F1	Tab Align.....	Ctrl-F6
Delete to Left Word Boundary.....	Home, Backspace	New Number (Footnote).....	Ctrl-F7	Table of Contents (Block on).....	Alt-F5
Delete to Right Word Boundary.....	Home, Del	New Page Number	Alt-F8	Tab Set.....	Shift-F8
Delete Word.....	Ctrl-Backspace	Number of Copies.....	Shift-F7, 3, 1	Text File.....	Ctrl-F5
Display All Print Jobs	Shift-F7, 3	Outline.....	Alt-F5	Text in (List Files).....	F5, Return
Display Printers and Fonts	Shift-F7, 3	Overstrike.....	Shift-F1	Text In/Out.....	Ctrl-F5
Document Conversion.....	Ctrl-F5	Page Format.....	Alt-F8	Text Lines.....	Alt-F8, 4, 3
End.....	End or 1 (num)	Page Length.....	Alt-F8	Thesaurus.....	Alt-F1
Endnote.....	Ctrl-F7	Page Number Column Positions.....	Alt-F8	Time	Shift-F5, 2
Escape.....	Esc	Page Number Position.....	Alt-F8	Top Margin.....	Alt-F8
Exit.....	F7	Page (Print).....	Shift-F7	Typeover.....	Ins or 0 (num)
Flush Right.....	Alt-F6	Paragraph Number.....	Alt-F5	Undelete.....	F1
Font.....	Ctrl-F8	Pitch.....	Ctrl-F8	Underline.....	F8
Footnote.....	Ctrl-F7	Postpone Print Job	Shift-F7, 3, M	Underline Style.....	Ctrl-F8
Full text (Print).....	Shift-F7	Print.....	Shift-F7	Uppercase Conversion (Block on).....	Shift-F3
Generate.....	Alt-F5	Print (List Files).....	F5, Return	Widow/Orphan.....	Alt-F8
“Go” (Resume Printing)	Shift-F7,3	Print a Document.....	Shift-F7, 3	Word Count.....	Ctrl-F2
Hard Page.....	Ctrl-Return	Print Block (Block on).....	Shift-F7	Word Search.....	F5, Return

Cursor Control

Home.....	Home or 7 (num)
Goto.....	Ctrl-Home
Word Left.....	Ctrl-←
Word Right.....	Ctrl-→
Screen Left.....	Home, ←
Screen Right.....	Home, →
Screen Down.....	+ or Home, ↓
Screen Up.....	- or Home, ↑
Page Down.....	PgDn or 3 (num)
Page Up.....	PgUp or 9 (num)
Beginning of text.....	Home, Home, ↑
End of Text.....	Home, Home, ↓
Beginning of Line (text).....	Home, Home, ←
Beginning of Line (codes).....	Home, Home, Home, ←
End of Line.....	End or Home, Home, →

Conventions

Colors

Features on the keyboard template are color coded:

A **black** feature means to press the given key.

A **blue** feature means to hold down the Alt key and press the given key.

A **green** feature means to hold down the Shift key and press the given key.

A **red** feature means to hold down the Ctrl key and press the given key.

Keys

The following symbol is used in the Quick Reference to represent a specific keystroke

— Hyphen

Mouse

Most of the features listed in this Quick Reference can also be completed using the mouse with the pull-down menus.

Starting WordPerfect

Two Disk Drives

Turn on the computer. When the screen displays the Workbench diskette,

- 1 Insert the WP diskette into drive 0.

When the Workbench is displayed,

- 2 Double-click on the WP icon. A window with a WordPerfect icon is displayed.
- 3 Double-click on the WordPerfect icon. WordPerfect is started, and a clear document window is displayed.

Hard Disk

Turn on the computer. When the Workbench is displayed,

- 1 Point to your hard disk icon and double-click the Select button. A window with a WP drawer is displayed.
- 2 Double-click on the WP drawer. A window with a WordPerfect icon is displayed.
- 3 Double-click on the WordPerfect icon and a clear document window is displayed.

Saving Documents

- 1 Press **Save** (F10) to display the Save File requester.
- 2 Enter a filename.

If the filename already exists on disk, you may either replace the old file with the document on your screen, or you may enter another name.

Clearing the Screen

- 1 Press **Exit** (F7) to display the "Save File?" requester.
- 2 Type **n** to not save the document on your screen.
- 3 Press **Return** to clear the screen.

Exiting WordPerfect

Always exit WordPerfect properly before turning off your machine.

- 1 Press **Exit** (F7) to display the "Save File?" requester.
- 2 Type **y** to save the document.
n to not save the document.
- 3 Type **y** to exit WordPerfect.

When you return to the Workbench or CLI, you may turn off your machine or load another program.

WordPerfect[®] for the Amiga[®]

Version 4.1
©WordPerfect Corporation 1990
Printed in U.S.A.

QRUSAWP41-1/90
ISBN 1-55692-213-2

Quick Reference